

City of San Diego Commission for Arts and Culture
Creative Communities San Diego Program (CCSD)

**FY 2016 ELIGIBILITY GUIDELINES AND
GENERAL INFORMATION**

Table of Contents

About the Commission for Arts and Culture 6

 Mission Statement..... 6

 Purpose..... 6

 Funding Source..... 6

 Authorization..... 6

Introduction to the Creative Communities San Diego Program..... 7

 Statement of Purpose 7

 Goals of the CCSD Program 7

 Eligible Projects..... 7

 Arts Education Projects..... 8

 Regionally Significant Projects 8

Eligibility & Other Requirements 8

 Nonprofit Status..... 8

 Track Record 8

 Location 8

 Matching Requirements 8

State of California Good Standing.....	8
City of San Diego Good Standing	8
Debarment Status	9
DUNS Number	9
Limit to Number of TOT Applications	9
Council Policy100-04	9
Council Policy100-17	9
Non-Discrimination.....	9
Fair Labor Standards.....	9
Equal Benefits Ordinance.....	10
Visual Art in Public Places	10
Acknowledgement of City Funding	10
Final Performance Reports.....	10
Insurance Requirements.....	10
Use of a Fiscal Sponsor	11
Introduction.....	11
Legal.....	11
Location	11
Relationship	11
Duration	11
Liabilities.....	11
Tax Reporting.....	11

What We Do Not Fund.....	12
Ineligible Applicants.....	12
Ineligible Expenses.....	12
Steps leading up to an award:.....	13
Workshops and Consultations.....	13
Site Visits.....	13
Intent to Apply	13
Applications.....	13
Staff Review	13
Panels.....	13
Appeals.....	14
Funding Committee Review.....	14
Commission Review	14
Mayor and City Council Approval.....	14
Steps after an award is offered:.....	14
Contracts.....	14
Requesting Funds.....	14
Contract Compliance Issues	14
Final Performance Reports.....	14
Financial Statements.....	15
Audits.....	15
Insurance Requirements	16

Commercial General Liability Insurance	16
Auto Liability Insurance	16
Workers' Compensation Employer's Liability Coverage	16
Matching Requirements and Maximum Requests	17
Project Budgets greater than \$30,000.....	17
Project Budgets of \$30,000 or less	17
Getting Started.....	18
Intent to Apply Form – Due November 30, 2014.....	18
https://www.surveymonkey.com/s/FY16CCSD	18
Forms	18
Long Form Eligibility Criteria.....	18
Short Form (Returning applicants only)	18
How Awards are Determined	18
Step 1: Panel Review	18
Four Point Ranking System	20
Step 2: Appeals Process (if necessary).....	20
Step 3: Calculation of Funding	20
Step 4: Funding Committee	21
Step 5: Executive Committee.....	21
Step 6: Full Commission	21
Step 7: Mayor and City Council.....	21
Contingent Nature of Funding	21

Preparing the Application.....	21
Online Application – Due January 31, 2015	21
https://sandiego.cgweb.org/	21
Long Form and Short Form	22
Deadlines:.....	22
November 30, 2014: CCSD Intent to Apply Form.....	22
January 31, 2015: FY16 CCSD Application	22
Definitions	23
Contact Information.....	26

About the Commission for Arts and Culture

Mission Statement

The mission of the City of San Diego Commission for Arts and Culture is to vitalize the community by integrating arts and culture into community life, supporting the region's cultural assets, and showcasing San Diego as an international cultural tourism destination.

Purpose

The Commission serves in an advisory capacity to the Mayor and the City Council on promoting, encouraging, and increasing support for the City of San Diego's diverse artistic and cultural assets, integrating arts and culture into community life and showcasing San Diego as an international cultural tourist destination.

The Commission also develops, administers, evaluates and/or recommends changes to public policy, legislation and advocacy strategies; facilitates partnerships; administers funding in support of nonprofit arts and culture organizations, artists, neighborhood arts programs, festivals, and artworks in public and private development; manages artworks owned and controlled by the City of San Diego; supports cultural tourism and innovative arts and culture programming; undertakes other initiatives that contribute to the quality of life, the economic vitality and the vibrancy of San Diego.

Funding Source

Funding for CCSD is derived from the Transient Occupancy Tax (TOT). The purpose of the TOT is to advance the city's economic health by promoting the City of San Diego as a visitor destination in the national and international marketplace. The TOT also supports programs that increase hotel occupancy and attract industry, resulting in the generation of TOT and other revenue; it develops, enhances and maintains visitor-related facilities, and supports the City's cultural amenities and natural attractions.

Authorization

[Council Policy 100-03](#) provides a set of uniform guidelines and conditions and criteria governing the application for, and allocation of TOT funds to private nonprofit organizations for the purpose of supporting their ongoing operational expenses and/or their sponsorship of special events.

Introduction to the Creative Communities San Diego Program

Statement of Purpose

Creative Communities San Diego (CCSD) provides financial support for eligible projects implemented by eligible nonprofit organizations. CCSD projects invest in people from all parts of the City and all of San Diego's diverse communities. Model projects increase opportunities for San Diego residents and visitors to create, learn about, enjoy and participate in arts and culture, help establish San Diego as a world class arts and culture destination, enrich the lives of the people of San Diego and build healthy, vital neighborhoods.

Goals of the CCSD Program

The Commission believes that the most successful projects have goals and deliverables. When completed, your project should have achieved one or more of the goals listed below. (Projects with expenses greater than \$100,000 must achieve at least three of the goals below):

1. The project increased participation in quality arts and culture especially among groups of people who have not traditionally been able to access arts and culture.
2. The project made quality arts and culture activities more available and accessible in City of San Diego neighborhoods.
3. The project increased opportunities for diverse populations to share their heritages and cultures.
4. The project contributed to the strengthening of communities by promoting neighborhood pride and/or facilitating cooperation among individuals, groups and businesses.
5. The project provided opportunities to increase hotel tax revenue, i.e. the city's Transient Occupancy Tax (TOT), reinvest in communities and otherwise advance San Diego's economy.
6. The project provided opportunities to improve San Diego's reputation as a desirable place to live, visit, and do business.
7. The project contributed to the strengthening of the artistic and/or organizational quality of artists and arts and culture organizations.
8. The project provided opportunities for City of San Diego residents and visitors to develop throughout their lives knowledge of, skills in, and/or appreciation for arts and culture.

Eligible Projects

Eligible projects achieve one or more of the goals identified above and include, but are not limited to festivals, parades, out-of-school arts education, and single productions and exhibits. Eligible projects are typically a single event or a series of events united by a single theme or purpose and typically of limited duration. Applicants should be careful not to try to make general operations look like a project or to define a project too broadly. New applicants or

groups thinking about applying for funding for a new project should consult with Commission staff as early as possible to confirm that their proposed activity qualifies as an eligible project.

Arts Education Projects

Arts education projects are not required to have culminating events, and their quality will be judged primarily by the quality of the instruction.

Regionally Significant Projects

If a project has a budget greater than \$100,000, it is considered to be “regionally significant” and is expected to generate Transient Occupancy Taxes and other revenue. Applicants proposing “regionally significant” projects are required to respond to additional criteria.

Eligibility & Other Requirements

To be eligible, the applicant organization must meet the following requirements derived in part from Council Policy 100-03:

Nonprofit Status

All applicants, including fiscal agents, must demonstrate proof of nonprofit tax-exempt status under Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code by the application deadline date.

Track Record

The applicant must have a **three (3) year** history of ongoing arts and culture programming **within the City of San Diego** prior to the application deadline. The proposed project, however, may be a new one for the applicant.

Location

The proposed project must take place within the City of San Diego.

Matching Requirements

All successful applicants must provide a \$2 or \$3 (depending on project budget size) cash match for every \$1 the City provides. The cash match may be from private contributions, other local, state or federal government or earned income. Commission funding cannot be used as a cash match.

State of California Good Standing

Applicants must be in good standing with the Secretary of State’s Office, the Attorney General’s Office and Franchise Tax Board. All required filings must be current and the status of the corporation must be active. “**Active**” status means that your corporation has not been dissolved, suspended, surrendered or forfeited.

City of San Diego Good Standing

Current and former contractors must have submitted all required paperwork by the applicable deadlines. Examples of required paperwork include current contract initiation components (Exhibit A, insurance documents, etc.) and acceptable Final Report packages on completed contracts.

Review panels will be provided with and instructed to give consideration to information related to applicants not in compliance with current and/or prior contracts.

In addition, organizations awarded funding are subject to forfeiture of their award if all contract requirements are not submitted by the deadline(s) set forth in the award letter and/or contract.

Debarment Status

All applicants must certify that as of the application deadline they have not been debarred from entering into contracts with any government entity.

DUNS Number

Applicants are required to have an active Dun & Bradstreet DUNS (Data Universal Numbering System) number.

For more information:

(866) 705-5711

http://www.dnb.com/US/duns_update/index.html

Limit to Number of TOT Applications

Organizations may apply to **only one** City of San Diego program funded with Transient Occupancy Tax (TOT) funds. These programs include any program administered by the Commission for Arts and Culture, for example the Creative Communities San Diego Program (CCSD) and the Organizational Support Program (OSP) and other programs administered by the Financial Management Department and the Community and Economic Development Department.

Council Policy 100-04

Contractors will comply with Council Policy 100-04, adopted by Resolution No. 282153 relating to the federally mandated Americans with Disabilities Act (ADA). Contractors and subcontractors will be individually responsible for their own ADA program.

Council Policy 100-17

Contractors will comply with Council Policy 100-17, which establishes that all City contractors must provide a drug-free work place and a drug education program for all employees.

Non-Discrimination

Contractors will comply with Title VII of the Civil Rights Acts of 1964, as amended; the California Fair Employment Practices Act; and any other applicable federal and state laws and regulations hereinafter enacted, as well those requirements addressed by the City's Non-discrimination in Contracting Ordinance (Municipal Code Section 22.3401-22.3417).

Fair Labor Standards

Applicants must comply with Fair Labor Standards and compensate professional performers, artists and other personnel at the prevailing local compensation level.

Equal Benefits Ordinance

Applicants must comply with the City's Equal Benefits ordinance which requires employers to offer the same employment benefits to employees with spouses and employees with domestic partners.

Visual Art in Public Places

Proposals for such projects, both permanent and temporary, must follow the Public Art Program policies and procedures.

Acknowledgement of City Funding

All organizations awarded funding must acknowledge the City of San Diego Commission for Arts and Culture according to guidelines set forth in the Commission's [Acknowledgement Policy](#).

Final Performance Reports

The Final Performance Report details how the project's goals and deliverables as outlined in the contract were met. Depending upon how much money was awarded, financial reports including audits may be required. Final reports are due within 90 days after the contract's closing date.

Insurance Requirements

All contractors must maintain the following: Commercial general liability Insurance, Auto Liability Insurance, and Workers' Compensation Employer's Liability Coverage. Some exceptions apply.

Use of a Fiscal Sponsor

Introduction

If the applicant does not have nonprofit status, but meets all other requirements, it may apply using a nonprofit in good standing as the fiscal sponsor. The guidelines below provide Commission eligibility requirements as well as general information regarding the relationship, liabilities and legal and tax reporting requirements of a fiscal sponsor/sponsored applicant agreement. For more specific instruction, fiscal sponsors and their sponsored applicant should seek legal counsel and accounting advice to determine how best to structure their business relationship.

Legal

The fiscal sponsor is the applicant, and if awarded funding, becomes the contractor. The fiscal sponsor must comply with the same legal requirements, therefore, as any other nonprofit applicant.

Location

The fiscal sponsor must be based in San Diego County.

Relationship

The sponsored applicant must become employees or volunteers of the fiscal sponsor for the duration of the project. Project expenses must be paid directly by the fiscal sponsor to vendors and suppliers. All activities performed by the project personnel, including writing grant proposals or requesting donations, will be done so on behalf of the fiscal sponsor. All funds raised are the property of the fiscal sponsor.

Duration

No project will be funded through the use of a fiscal sponsor for more than three years.

Liabilities

Because the project is being conducted on behalf of the fiscal sponsor, the project activities create the same liabilities for the fiscal sponsor as would any other program. The fiscal sponsor is liable for the actions and omissions of the project personnel – whether employees or volunteers - within the scope of their project work. If the project has unpaid bills, borrows money, injures someone, damages property, infringes someone's copyright, or undertakes the obligation to supply goods or services to others – all these are the fiscal sponsor's liabilities.

Tax Reporting

Depending on the commitments made to grantors and donors, the fiscal sponsor may be required to treat money designated for the project as a restricted fund on its financial records and on its Form 990 return. Payroll tax returns must also be filed for employee compensation.

What We Do Not Fund

Ineligible Applicants

- Universities, community colleges, school districts, and private educational enterprises
- Organizations whose primary purpose is grant making
- Commercial (for-profit) enterprises
- Organizations that are applying for TOT funds through the City's "Economic Development" categories as defined in Council Policy 100-03. These include funds administered by the Financial Management Department and the Community and Economic Development Departments
- Individuals

Ineligible Expenses

- Anything occurring before July 1, 2015 or after June 30, 2016
- Programs not accessible to the public
- Programs not accessible to people with disabilities
- Travel, meals, lodging or entertainment expenses
- Hospitality or food costs
- Capital or equipment outlay
- Competitions, contests, pageants or awards programs to honor or recognize achievement including awards, trophies, or gifts
- Uniforms
- Programs with religious, sectarian or political purposes
- Activities taking place in schools, during normal school hours unless they are part of a broader project that includes out-of-school activities
- Activities that are the curricula base of schools, colleges or universities
- Trust or endowment funds
- Cash advances, deposits or the replacement of deficit funds
- Ticket subsidy programs

Steps leading up to an award:

Workshops and Consultations

Applicants are encouraged to take advantage of technical assistance workshops and individual consultations provided by Commission staff. Technical assistance provides new and returning applicants with guidance in the completion of applications, particularly in understanding eligibility requirements, procedures and policies. Receiving technical assistance does not guarantee funding or predetermine ranks. Refer to the [website](#) for schedule and locations or email Gary Margolis at gmargolis@sandiego.gov

Site Visits

The Commission arranges, at its discretion, site visits with contractors and potential applicants. Usually conducted by Commissioners and/or staff before the application deadline, site visits provide applicants with technical assistance and an opportunity to discuss organizational challenges and opportunities with community experts.

Intent to Apply

All organizations planning to submit a Creative Communities San Diego application must first submit a [FY16 CCSD Intent to Apply Form](#) so that staff can verify eligibility and the correct application form to submit (Long or Short).

Applications

Applications must be submitted via the online system: <https://sandiego.cgweb.org/>

Logon then click on “FY16 Creative Communities San Diego (CCSD)”

Make sure you are completing the correct application!

Applications must be complete at the time of submission and submitted by the deadline. Any omission of a required component of the application may be grounds for disqualifying an application.

No new or revised application information will be accepted after the deadline unless requested by staff.

Staff Review

Staff review the applications for compliance with requirements and prepare site visit reports (if any) and may pull applications from the review process for being ineligible or incomplete, for having significant discrepancies between the site visit report (if applicable) and the content of the application or if the organization has experienced significant organizational change since the application was submitted.

Panels

Applications are reviewed by panels which consist of Commissioners and members of the community representing diverse cultures, occupations and artistic disciplines.

Appeals

Applicants have the right to appeal the rank assigned to them by the panel if their appeal meets the eligibility requirements.

Funding Committee Review

After applicants have been given an opportunity to appeal a ranking decision, ranks are finalized and awards are calculated. The Commission's Funding Committee reviews the ranks and a funding scenario prepared by Commission staff. Applicants receiving the highest ranks receive the highest percentage of their request, applicants at the next level receive a lesser percentage, and so on, until available funding is exhausted.

Commission Review

The Funding Committee will submit a funding recommendation to the Commission's Executive Committee, then to the full body of the Commission.

Mayor and City Council Approval

The final approval of the funding recommendation is the responsibility of the City Council and Mayor; this approval takes place during the City Council's budget deliberations.

Steps after an award is offered:

Contracts

Once the City Council and Mayor approve funding and the City budget is finalized, a contract is issued. The contract includes terms and conditions and the organization's scope of work and budget. The City reserves the right to terminate for convenience any and all contracts.

Requesting Funds

Funding is provided through a contract for service process. All funds are awarded on a cost reimbursement basis. There can be no payment in advance. Requests for payment shall be submitted no more than one (1) time per three-month period unless approved by the Contract Administrator. Submission of a Request for Payment form is required. Documentation of expenses and match may be required.

Contract Compliance Issues

Payments may be withheld until all prior year and/or current year requirements are met. Failure to comply with City financial disclosure requirements will negatively impact your rank and may cause the withholding of current or future funding until all financial disclosure documents are received.

Final Performance Reports

The Final Performance Report details how the project's goals and deliverables as outlined in the contract were met and how they were measured. Final reports are due within 90 days after the contract's closing date.

Financial Statements

Organizations receiving funding from the City of San Diego in excess of \$10,000 shall provide the Commission, each year, copies of true, accurate and complete financial disclosure documentation evidencing the financial status of the organization's last completed fiscal year within 90 days of the end of that fiscal year. Extensions may be requested.

Audits

If City funding is \$75,000 or greater, audited financial statements must be prepared in accordance with generally accepted accounting principles (GAAP) and audited by an independent Certified Public Accountant, in accordance with generally accepted auditing standards (GAAS).

Insurance Requirements

All Contractors must maintain the following:

Commercial General Liability Insurance

- The ACORD certificate should show \$1,000,000 per occurrence; \$2,000,000 aggregate.
- A separate Additional Insured Endorsement page (CG 2010, CG 2026 or equivalent) naming the City of San Diego, its respective elected officials, officers, employees, agents and representatives as additional insured on your insurance should be referenced on the ACORD certificate and endorsement page and should be submitted as well.

Auto Liability Insurance

- The ACORD certificate should show \$1,000,000.
- Auto Liability Insurance: A separate Additional Insured Endorsement page naming the City of San Diego, its respective elected officials, officers, employees, agents and representatives as additional insured on your policy should be referenced on the ACORD certificate and endorsement page and should be submitted as well.
- In the event that a Contractor does not currently own any vehicles AND the contractor has obtained, and shall maintain during the term of the Agreement, automobile insurance coverage for “hired autos” and “non-owned autos,” the contractor may complete and submit an “Auto Declaration Form” and is not required to purchase “Any Auto” automobile insurance. This form is available from the website.

Workers’ Compensation Employer’s Liability Coverage

- The ACORD certificate should show \$1,000,000 in coverage for all staff employed under the agreement.
- A separate Certificate waiving the Right of Subrogation should be referenced on the ACORD certificate and Right of Subrogation page should be submitted as well. Note: State Fund Right of Subrogation will not appear on the ACORD certificate.
- If a contractor has no paid employees, the contractor may complete and submit a “Workers’ Compensation Waiver.” This form is available from the website.

Contracts will not be signed by City of San Diego officials until all insurance requirements are in place.

For more information about insurance requirements:

Teresa Monillas, Contracts Coordinator

tmonillas@sandiego.gov

619-236-6803

Matching Requirements and Maximum Requests

Project Budgets greater than \$30,000

- **Matching Requirements:** Applicants with project cash expenses over \$30,000 must be able to match City funding at a 3:1 ratio: for every \$1 the City invests, the applicant must match that support with \$3 in **cash** funding.
- **Allowable Maximum Requests:** An applicant in this category may request one fourth (25%) of the proposed project's cash expenses.

Project Budgets of \$30,000 or less

- **Matching Requirements:** Applicants with project cash expenses of \$30,000 or less must match City funding at a 2:1 ratio and up to 50% of the match may consist of in-kind donations.
- **Allowable Maximum Request:** An applicant in this category may request one third (33.3%) of the proposed project's cash expenses, and it must be able to demonstrate an amount equal to its request in cash contributions. The maximum amount that an organization with a project budget less than or equal to \$30,000 could request would be \$10,000. Either one of the following scenarios is acceptable:
 1. The organization could match that \$10,000 with \$20,000 in cash. OR
 2. The organization could match that \$10,000 with a minimum of \$10,000 in cash and the remainder (up to \$10,000) in in-kind contributions.

Sources of Cash Match

The cash match may be from private contributions, other government sources or earned income. City funding cannot be used as a cash match.

<p>Applicants are strongly encouraged to request the maximum that they are allowed to request.</p>

Getting Started

Intent to Apply Form – Due November 30, 2014

All new and returning applicants must complete the [CCSD Intent to Apply Form](#) by November 30, 2014. If the link above fails to work, enter the following address into your web browser:
<https://www.surveymonkey.com/s/FY16CCSD>

Forms

There are two versions of the CCSD application. The CCSD **Long Form** is the standard form that all new applicants and many returning applicants must submit. The CCSD **Short Form** rewards consistently high performing contractors with an opportunity to submit an abbreviated version of the application, saving preparation and processing time and money. Short Form Applications are not reviewed by a panel. Organizations submitting Short Forms maintain the rank they earned the last time they submitted a Long Form.

After three (3) consecutive years of submitting a Short Form application, a Long Form application is required.

Long Form Eligibility Criteria

1. First-time CCSD applicants or applicants that missed the FY 2015 application process must submit a Long Form application for a minimum three (3) year period.
2. Applicants who received a rank of 3 or lower for FY 2015 must submit a Long Form.
3. Applicants who have submitted a Short Form application for the past three years must submit a Long Form application this year.

Short Form (Returning applicants only)

1. The applicant has satisfactorily completed CCSD contracts for FY12, FY13, and FY14.
2. The applicant received a rank of 3+ or higher on its FY15 CCSD application.
3. The applicant presented (or will present if the FY15 event has not yet occurred) the same project for FY13, FY14, and FY15 at the same site, with the same key staff.
4. The applicant is a current contractor in good standing, including submitting its FY14 Final Report by September 30, 2014.
5. The applicant submitted a Long Form application at least one of the following cycles: FY13, FY14, or FY15. (There is a 3-year limit before a Long Form is due again)

How Awards are Determined

A complete description of the panel review process and of the Funding Committee is located in the [Commission Panel Handbook](#).

Step 1: Panel Review

A Commission Advisory Panel (CAP) composed of community experts and Arts and Culture Commissioners reviews CCSD applications at meetings that are open to the public. The panelists evaluate all applications individually and as a group. The following factors may influence a panelist's rankings:

- Completeness, accuracy and overall quality of the application
- Current and past contractual performance (if applicable)

- Quality of the responses to the review criteria, previous panel comments and other sections
- Project budget and how accurately it supports the project goals and objectives
- Quality of the required and non-required support materials

Comments made by the panel fall into two categories:

- **Material comments** are those that evaluate the extent to which one or more of the criteria have been met. These comments impact the rank a panelist assigns to an application.
- **Non-material comments** do not evaluate the extent to which one or more of the criteria have been met. These comments might be suggestions related to how an applicant might improve or they might be questions asking for clarity or for additional information in a subsequent application. These comments may not be used by a panelist in the assignment of a rank.

The application review process takes place in two rounds. In Round One, panelists vote according to **a four-point ranking system described below**. The ranks are then averaged for an initial score. In Round Two, applicants are clustered by rank from the highest to lowest rank. Rank adjustments may take place when the panel finds an applicant out of place within the cluster. Panel comments and rank recommendations will be mailed to applicants. The applicant may appeal its rank if it meets one of the criteria.

Four Point Ranking System

The Ranks of 4

The ranks of 4 and 4- designate an applicant as the highest priority for funding. Applications ranked “4” are considered to be “model” in stature; and given the nature of the arts discipline or genre, and the resources of the community, etc. meet all the review criteria to the highest degree possible. If there are no “model” applications, no “4” rankings should be given; this is not a grading curve but a rarefied achievement of near perfection given the criteria.

The Ranks of 3

The ranks of 3 (3+, 3 and 3-) are considered good. Some improvements or development are needed.

The Ranks of 2

The ranks of 2 (2+, 2 and 2-) are considered marginally fundable. Funding, if available, may be awarded once all the “4” and “3” ranked applications are awarded funding. These applications have some merit, but do not meet the criteria in a strong or solid way.

The Rank of 1

The rank of 1 is not fundable under any circumstance; inappropriate for Commission support, extremely marginal in quality, etc. This application would not receive funding even if the funding were available. Ineligible applications, such as those submitted after the deadline or with incomplete information, will not be reviewed by the CAP, but will receive a rank of “1”.

Step 2: Appeals Process (if necessary)

Written appeals may be made after the preliminary ranking and notification period. In a public hearing, the Commission’s Executive Committee hears the appeal(s) and makes recommendations to the full Commission.

Appeals may be based solely on two possible grounds:

1. An incorrect material comment by the review panel such that it negatively influenced the panel’s evaluation of the applicant’s request for funding, and/or;
2. One or more Commission staff errors that negatively influenced the panel’s evaluation of the applicant’s request for funding.

Note: Dissatisfaction with an application’s denial or ranking is not sufficient grounds for an appeal. The appeals process is not a forum for correcting information that was incorrectly stated in, or omitted from, the application. Applicants may use only the information submitted in the application to refute a material comment.

Step 3: Calculation of Funding

The Commission uses a formula to determine funding recommendations. The formula includes guidelines such as:

- Applicants receiving the highest ranks receive the highest percentage of their request, applicants at the next level receive a lesser percentage, and so on, until available funding is exhausted.
- Funding to a single organization will not exceed 10% of total available funds.

- New or returning applicants to the CCSD program may be adjusted to 50% of the computed allocation the first year and 75% the following year.
- When an allocation computes to less than \$1,500, awards may be increased to a \$1,500 minimum.
- Overall decreases and increases may be capped.

Step 4: Funding Committee

After the appeals process has been completed, final ranks and funding calculations are forwarded to the Commission Funding Committee for review. The Funding Committee makes funding recommendations based on panel rankings and other criteria determined by the Commission.

Step 5: Executive Committee

The Funding Committee's recommendations are reviewed by the Commission's Executive Committee which then forwards its recommendations to the full Commission.

Step 6: Full Commission

The full Commission reviews the entire process and makes its recommendations to the Mayor and City Council.

Step 7: Mayor and City Council

The Mayor and City Council have the final responsibility for approving all funding.

Contingent Nature of Funding

No rank is assured of funding. In any given year, the Commission may recommend to fund ranks of, for example, 2+ or better, 3- or better, 3 or better, etc.

Recommendations are not final until they have been approved by the Mayor and City Council. No matter what rank an applicant receives, all applicants and contractors acknowledge that in the event that funding for CCSD is reprogrammed or reappropriated in whole or in part, upon recommendation by the Mayor and approval by the City Council, funding may be terminated or reduced.

Preparing the Application

Online Application – Due January 31, 2015

All sections of the application must be submitted online. Nothing will be accepted by mail or any form of delivery other than the online application unless requested by staff. The online application will accept digital support media including images (jpg only), audio and video. Instructions and help are also provided at the website:

<https://sandiego.cgweb.org/>

If you need help using the online system, you may do any of the following:

- Attend a workshop offered by Commission for Arts and Culture staff. Refer to the [Funding Page of the Commission's website](#) for dates and times.
- Review the workshop presentation which is posted on the funding Page of the Commission's website.

- Email your questions to Commission staff.
- Request an appointment with Commission staff.

Long Form and Short Form

All applicants use the same online application. If you are eligible to submit the “Short Form,” you will find instructions within the application that will tell you which parts of the application you are required to submit.

Deadlines:

November 30, 2014: [CCSD Intent to Apply Form](#)

January 31, 2015: [FY16 CCSD Application](#)

Definitions

Access

Efforts which enable and encourage individuals to take advantage of arts and culture programs that they may not otherwise participate in due to economic, physical or geographic constraints or cultural differences.

Applicant

An eligible, legally constituted nonprofit organization responsible for implementing the project according to the terms of the contract. Fiscal responsibility may default to the fiscal sponsor when the applicant has not acquired tax-exempt status. Applicants become “Contractors” after an Agreement is approved.

Annual Operating Income

The Annual Operating Income (AOI) is the total amount of Contributed and Earned Income from the applicant group’s last completed fiscal year. This figure, which is also shown on the Application Cover Page, is not necessarily limited to the amount of the project itself. If a group raises money for and engages in activities in addition to those directly related to the project, this larger amount is your organization’s AOI.

Artistic Expenses

Art is usually designed to represent ideas and emotions, in a manner that triggers a degree of reflection on the part of audiences or spectators. Art may carry some level of risk, in that it is not always created to appeal to the largest number of people. Art includes (but is not limited to) dance, design, folk art, literature, media arts, music, opera, musical theatre, theatre and visual arts. As applied in the funding process, art is the development and presentation of artistic elements in a manner that reflects levels of quality, accessibility, diversity and financial stability.

City Council District

There are nine (9) City of San Diego Council Districts. Your project or event must occur in one or more Council District(s). Refer to the San Diego City Council District Maps to determine other community organizations by City Council District. Locate and download maps on-line at: <http://www.sandiego.gov/directories/government.shtml>

Community

Community describes a unit of social organization based on some distinguishing characteristic of affinity: proximity (the North Park community), belief (the Jewish community), ethnicity (the Latino community) profession (the medical community) or orientation (the Gay community).

Culture

Culture in its broadest, anthropological sense includes all that is fabricated, endowed, designed, articulated, conceived or directed by human beings, as opposed to nature. Culture includes both material elements (buildings, artifacts, etc.) and immaterial ones (ideology, value systems, and languages).

Cultural Tourism

Travel with a primary purpose to experience the arts, heritage, cultures, or special character of a place. A **tourist**, in general, is a person who travels more than 50 miles to visit San Diego or a person who pays a Transient Occupancy Tax.

Diversity

Diversity refers to differences in race, gender, ethnicity, age, socioeconomic class, religion, sexual orientation, skills and abilities, and politics among other qualities. It can be described in a multitude of ways, some less visible than others. This by no means excludes a particular category. “Cultural diversity” can be described as the values, practices, patterns and customs of a group of people or society.

Entertainment Expenses

Entertainment is usually designed to hold the attention or recreational interests of spectators in a manner that evokes pleasure and amusement. Entertainment is often created to appeal to the largest number of people through established and universally recognized forms. Entertainment includes (but is not limited to) fireworks displays, caricature drawings, balloon creatures, meandering cartoon characters, face painting, animal rides, petting zoos, or carnival games. As applied in the funding process, entertainment is the development and presentation of these elements in a manner that reflects levels of quality, accessibility, diversity and financial stability.

Ethnic

Groups within a cultural and social system that claim or are accorded distinction on the basis of variable religious, linguistic or ancestral characteristics.

Fiscal Sponsor

A nonprofit, tax-exempt organization that chooses to support a nonexempt project financially by receiving funds from a private foundation, a government agency, or tax-deductible donation and passing them on to the project.

General Operating Costs

Costs associated with overhead or administrative costs that can not be readily identified and /or assigned to a specific project or function. The Commission generally disapproves of non-project-specific (general operating) expenses and/or fiscal agent fees in excess of 10% of the project budget.

In-kind contributions

In-kind contributions are the value of services donated to the applicant as volunteer staff time or goods and services donated by vendors at no cash expense to the applicant.

Neighborhood

The geographically defined are within the City of San Diego where programs and services are provided and outreach activities are targeted. The boundaries of neighborhoods are sometimes better defined by neighborhood residents than by police or city maps.

Outreach

Outreach activities expose the broadest sector of the community to arts and culture programs and services. It means getting to know the sectors (youth, seniors, disabled, ethnic groups), what their interests may be and how to engage them in the work of the project.

Participants

The direct recipients and users of the project activities: youth and their parents, seniors, the homeless, apprentice artists, etc. “Participants” should not to be confused with “audiences or visitors” - people who may attend Creative Communities San Diego activities or culminating events as guests, but are not actively engaged in the project.

Project

The arts and culture activity proposed by the applicant for funding; it should address the outcomes of the Creative Communities San Diego program.

Eligible projects are typically one or a series of events united by a single theme or purpose and typically of limited duration. Applicants should be careful not to try to make general operations look like a project or to define a project too broadly. Applicants should consult with staff to confirm that their proposed activity qualifies as a project if they have any doubts.

Applicants should carefully describe who the project serves, how and what services it provides and who the primary service providers are. Do not assume that the name of the project and the names of the fiscal sponsor, community partners and/or applicant organization are sufficient to define a project.

Project-Specific Costs

Costs which can be identified and assigned to a specific project activity. These include expenses for personnel directly assigned to the project such as artistic/entertainment, administrative/professional, technical production, etc. Direct costs may also include operating costs specifically associated with the project such as the rental of outside facilities, postage, materials and supplies.

Quality

Quality is the result of high intention, sincere effort, intelligent direction and skilful execution; it represents the wise choice of many alternatives.

Tourist

In general, a tourist is a person who travels more than 50 miles to visit San Diego or who travels to San Diego from Mexico, or a person who pays a Transient Occupancy Tax.

Vendor

A vendor is a person or an organization that provides goods or services **to the general public** as a feature of your project. For example, the business that sells popcorn at your Arts Festival is a vendor for the purposes of this application, but the business that sells you signage for the event is not.

Contact Information

Commission for Arts and Culture
1200 Third Avenue, Suite 924
San Diego, CA 92101-4106
Main Line: (619) 236-6800
Fax: (619) 236-6812
Website: www.sandiego.gov/arts-culture

COMMISSION STAFF:

DANA SPRINGS
Executive Director
(619) 236-6778
dsprings@sandiego.gov

TERESA MONILLAS
Contracts Coordinator
(619) 236-6803
tmonillas@sandiego.gov

NIGEL BROOKES
Arts Management Associate
(619) 236-6798
nbrookes@sandiego.gov

LINDA SOKOL
Executive Secretary
(619) 236-6778
lsokol@sandiego.gov

GARY MARGOLIS
Allocations Program Manager
(619) 236-6788
gmargolis@sandiego.gov

VACANT
Public Art Program Manager
(619) 236-6790